



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERPRETER I

Job Number: 20001068

Job Code: 51020V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 01/16/1990

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs interpreting/transliterating services in a variety of settings; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a temporary license as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing. <http://www.kbi.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials..

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides interpreting/transliterating services for deaf and hard of hearing individuals for meetings, interviews, telephone calls, etc. including one to one and group settings. Participates in special workshops and in-service training activities in accordance with a plan of supervision (under the tutelage of a board-approved supervisor). Utilizes equipment such as videoconferencing, telecommunications devices for the deaf, computers, word processors, copy machines, fax machines, typewriters, etc. Prepare written translations of speeches, legal materials, workbooks, news articles, examinations and other instructional and educational materials, bulletins, correspondence, minutes and forms, using idiomatic expressions when appropriate; review translated material submitted by district personnel and edit for accuracy of meaning, grammar and syntax; answer inquiries and interpret and explain words and phrases for meaning and appropriateness; may interpret telephone conversations; may review and proofread written results.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves moderate physical activity, adeptness and speed in the use of fingers and hands in signing. At times, considerable duration with accuracy and intense concentration is required

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.